Landbird Monitoring Protocol for Klamath Network Parks

Standard Operating Procedure (SOP) #11:
Photo Management

Version 1.0

Revision History Log:

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version

This SOP includes instructions for managing photos taken for this monitoring protocol.

Introduction

This document covers photographic images collected by the Project Lead, technicians, and interns during the course of conducting project-related activities.

Care should be taken to distinguish data photos from incidental or opportunistic photos. Data photos are those taken for at least one of the following reasons:

1. To document a particular feature or perspective for the purpose of site relocation.
2. To capture site habitat characteristics and to indicate gross structural changes over time.
3. To document species detection.
4. To document field crew activities during surveys and site set-up.

It is the responsibility of the Project Lead to ensure images are properly named and stored in the correct location along with the image metadata as described below.

File Structure Set-up

Download and Processing Procedures

Any crew member who takes data photos should complete the following procedures for downloading and processing those photographs. A set of folders should be created in the My Pictures folder in My Documents on the technician's computer or on the computers at the field station where photos are downloaded. The Project Leads should keep documentation regarding the computers being used to download photos.

1. Download the raw, unedited images from the camera into the appropriate processing folder as described below.
2. Rename the images (refer to the image file naming standards section). If image file names were noted on the field data forms, be sure to update these forms to reflect the new

image file name prior to data entry. Using a red pen, draw a single line through the name on the field data form and record the new name.

3. Process images as follows:

    a. Copy the images to the "Originals" folder and set the contents as read-only by right clicking in Windows Explorer and checking the appropriate box. These originals are the image backup to be referred to in case of unintended file alteration or deletion.

    b. In the processing folder, delete any poor quality photos, repeats, or otherwise unnecessary photos. Low quality photos might be retained if the subject is highly unique or the photo is an irreplaceable data photo.

    c. Rotate the image to make the horizon level.

    d. Photos of people should have "red eye" glare removed.

    e. Photos should be cropped to remove edge areas that grossly distract from the subject.

    f. Complete a record in the Excel image metadata table for each processed image. An image metadata table can be obtained from the KLMN Internet web sites or by contacting the KLMN Data Manager. An example of the metadata table is included at the end of this SOP.

4. When finished, move the image files that are to be retained to the appropriate folder, as described below. To minimize the chance for accidental deletion or overwriting of needed files, no stray files should remain in the processing folder between downloads.

Image File Naming Standards

Names of the images will be dependent on which folder is used to store the image, as described below. The initials of people pictured (as a main subject) in photos should be included at the end of the image file name. Ensure that any initials you use in a photo file name are added to the document of names and initials located at on the KBO server at z:/Library/images/Initials Used in Photo Names. This document includes Initials, Full Name, Position, and Year sorted by initials.

Folder: Birds

All file names in this folder should include the month and year the photo was taken at the end of the name.

1. Sub Folder: Birds in the Hand

    a. Definition: Birds in the hand.

    b. File Name: Four Letter Species Code Age Sex Location Date.

    c. Example: HETH HY F WIWI 20061212

    d. Sub Sub Folder (in Birds in Hand): ID Characters

        ● Definition: Pictures identifying specific parts of a bird such as a special molt limit.

        ● File Name: Use same naming guidelines, except add a description after Species Code.

        ● Example: HETH Juvenile Plumage HY F WIWI 20061212

2. Sub Folder: Birds in the Wild

    a. Definition: Birds that are flying, foraging, in habitat, etc. These photos are often donated, so it is important to include the photographer's name in the Properties and include the "C" for copyright.

        b. File Name: Four Letter Species Code Age Sex (if age and sex is known) Location Date.

        c. Example: HETH HY F WIWI 20061212

   3. Sub Folder: Spread Wing

        a. Definition: Pictures of wings for molt study.

        b. File Name: Four Letter Species Code Age Sex Location Date.

        c. Example: HETH HY F WIWI 200612

   4. Sub Folder: Nests/Fledglings

        a. Definition: Pictures of nests or fledglings in nest.

        b. File Name: Nest or Fledgling Species Code Location Date.

        c. Example: BCCH WIWI 20060406

   5. Sub Folder: Disease and Malformations

        a. Definition: Pictures of birds with diseases or abnormalities.

        b. File Name: Four Letter Species Description of Disease Code Age Sex Location Date.

        c. Example: AMGO Albino A M WIWI 20060305

Folder: People

Include initials after year if there are photos highlighting one person. Refer to the document in the library with all initials.

   1. Sub Folder: Field Work

        a. Definition: Photos of banding stations or other field work such as point counts. (Use four letter location code and include any more specific information, such as net number or point count station as necessary after "Place.")

        b. File Name: Place Activity Year.

        c. Example: NOMO06 Point Count 2006.

        d. Example: NOMO Banding IA 2006.

   2. Sub Folder: Workshops/Meetings/Trainings

        a. Definition: Photos of workshops or meetings involving KBO staff, interns, board members, etc.

        b. File Name: Activity Year.

        c. Example: KBO Strategic Planning Meeting 2006

Folder: Places

   1. Sub Folder: Study Sites

        a. Definition: Location where KBO conducts research, such as a banding station or specific study. (Use four letter location code when necessary.)

        b. File Name: Name Location Year.

        c. Example: Fire Study WIIM 2006

   2. Sub Folder: Habitat Types

        a. Definition: Photos of habitat types such as riparian areas, forests, etc.

        b. File Name: Type of Habitat Location Year.

        c. Example: Riparian WIWI 2005

Folder: Project Data

 1. Sub Folder: KLMN

        a. Definition: All Sub Folders should include the project name KLMN.

      b. File Name: Location Year Subject.
      c. Include a text file in the Sub Folder with specifications on how you named your photos and a brief description of the project, location, lead personnel, years, and funding source or contract.

Folder: Originals
2. Sub Folder: Folder with date and photographer initials for complete set of original downloaded photos.
      a. Folder Name: Date in year, month, day format followed by initials.
      b. Example: 20071022 JDA

Deliver Image Files for Final Storage
It is the Project Lead's responsibility to compile all images into a common set of folders and to transfer processed images and metadata (Table 1) to the KLMN Data Manager (SOP #16: Data Transfer, Storage, and Archive).

To transfer images from computers and to transfer the compiled set of images to the KLMN Data Manager, copy the folder for the appropriate year and all associated sub folders and images onto a CD or DVD for delivery. These files will be stored in the Landbird_Image folder, a sub folder of the Landbird Monitoring folder located on the Klamath Network server. Copies of the images will be placed in the KLMN Image Library. Metadata for the images will be loaded into the KLMN Image Database, which is linked to the photographs in the KLMN Image Library. Images and metadata will be backed up and archived following the methodologies outlined in the Klamath Network Data Management Plan.

Table 1. Required metadata table for all images.

*Park Code	*Network Code	Project	*Photo Name	*Date	*Photographer	*Description	UTM East	UTM North	Datum	*Category Folder	*Ext.	*Rights	Collection	Publisher	Resource Type
	KLMN	Landbird							NAD 83 Zone 10		.jpg		KLMN	NPS	Image
	KLMN	Landbird							NAD 83 Zone 10		.jpg		KLMN	NPS	Image
	KLMN	Landbird							NAD 83 Zone 10		.jpg		KLMN	NPS	Image
	KLMN	Landbird							NAD 83 Zone 10		.jpg		KLMN	NPS	Image

1) * Required fields.
2) Populated fields are populated with their default values as shown above.
3) Fields include:

      Park Code – CRLA, LABE, LAVO, ORCA, REDW, WHIS
      Network Code – KLMN
      Project – Name of the project you are working on
      Photo Name – Name of the photograph, do NOT include the extension
      Date – Date the photograph was taken in the format MM/DD/YYYY
      Description – A DETAILED description of the photograph, including the name of the site, if applicable
      UTM East and North – The UTM coordinates where the picture was taken, if applicable
      Datum – The datum and zone for the UTM coordinates. The default is NAD 83 Zone 10
      Category Folder – The name of the folder where the picture is being stored
      Ext. – The extension; the KLMN requires photographs to be in jpeg format
      Right – Generally, rights are "Public"
      Publisher – Owner of the photograph, usually NPS
      Resource Type – What is it? Image, PPT, Graphic; usually Image